

OTS-511/86  
20 NOV 1986

MEMORANDUM FOR: Director of Training and Education

VIA: Deputy Director for Science and Technology

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FROM: [redacted]  
Acting Director of Technical Service

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SUBJECT: Sponsorship for Full-time Academic Study with Full Salary  
[redacted]

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1. The Office of Technical Service (OTS) requests that [redacted] a GS-09 Computer Assistant, be approved for full-time academic study at a cost of approximately \$4550.00 with full salary at George Mason University (GMU) for three semesters commencing with the Spring 1987 Semester. [redacted]

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2. [redacted] is currently assigned to the Information Services Branch, Support Group, OTS (ISB/SG/OTS) and plans to take courses in data processing and management which are directly related to her position in OTS. She entered on duty as a GS-06 Clerk Stenographer in February 1983 and was initially assigned to the Personnel Branch of OTS. After serving in that position for 16 months, she assumed the duties of a Personnel Assistant for a period of one (1) year. In June 1985, she was reassigned to her present assignment as a Computer Assistant and Senior Wang Administrator in ISB/SG/OTS. [redacted]

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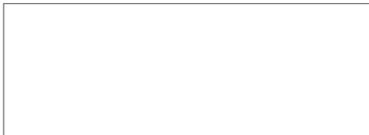
3. Since joining OTS, [redacted] has demonstrated her intelligence and analytical ability in mastering the technical knowledge associated with her work in the Wang Alliance office automation system. She has established an outstanding performance record, has set high goals for herself and has displayed a great deal of potential and initiative by becoming proficient in her chosen field through on-the-job experience as well as internal and external training. Although she has already acquired a variety of data processing skills and some supervisory experience, she would like to obtain a broader range of technical and managerial training to parallel and enhance her qualifications as a data processing professional in the applied computer science and management areas. She has arranged a heavy course load which includes computer analysis and design, program structure, high-level programming languages, and financial management. [redacted] proposed curriculum is directly applicable to her planned future endeavors in ISB/SG and will benefit OTS while at the same time preparing her for additional responsibilities in her field. [redacted]

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Unclassified When Separated  
From Attachments



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SUBJECT: Full-time Academic Sponsorship

[Redacted]

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4. OTS considers [Redacted] to be an excellent candidate for full-time academic sponsorship because both she and the organization will receive a decided return on this investment. It is therefore requested that you approve

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[Redacted] request for full-time academic sponsorship at an approximate cost (including tuition and books) with full salary beginning with the

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Spring 1987 Semester at GMU.

[Redacted]

Attachments

- Biographic Profile
- Performance Appraisal Report
- Request for External Training (Form 136)
- Transcript of Grades

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CONCUR:

[Redacted]

9 DEC 1986

Deputy Director for Science and Technology

Date

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APPROVED:

[Redacted]

29 DEC 1986

Director of Training and Education

Date

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DS&T/OTS/CCTS [Redacted] (30 Oct 86)

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